



## **VIETNAMESE AGED CARE VOLUNTEER JOB DESCRIPTION**

### **Job Title:**

- Group activities volunteer

### **The purpose of the Aged Care Volunteer:**

- To complement the Vietnamese Aged Care Manager/staff providing services for clients.

### **Key responsibility:**

- Group activities, and/or transport clients to group programs, appointment.
- Assisting low-vision groups
- Other social support (reading and writing letters, ect.)

### **Estimate hours of work:**

- Approximately 4-8 hours per week.

### **Requirement:**

Police Clearance Certificate

### **Supervision and co-ordination of volunteer:**

The Vietnamese Aged Care Manager/staff provide instructions and guidance to individual volunteers. The supervisor is responsible for providing:

- A comprehensive induction program.
- Training and on-going support for the position.
- A personal reference if you have volunteered for a minimum of 30 hours.
- Tasks and equipments for volunteers, and training and technical advice in Aged Care Service and safe work practices.

### **Desirable Qualifications, Skills and Attributes:**

- To act in the best interests of Vietnamese Community in Australia / SA Chapter Inc.
- An interest in Aged care service. No experience in aged care service is necessary.
- A desire to expand one's knowledge and skills related to aged care service
- Willing to work as part of a team.

### **The benefits to Vietnamese Aged Care Volunteers**

- Working in an environment where volunteer is treated fairly and with respect
- On-site training and skills gained in aged care service.
- Training workshops provided about aged care service topics.
- Opportunities to meet like-minded people.
- Links established with Vietnamese Community staff and other volunteers.

### **Out of pocket expenses**

- Reimbursement for travel and other agreed cost incurred as a volunteer.

### **Insurance cover**

- Provide adequate insurance cover while volunteer is undertaking voluntary work approved and authorized by the Vietnamese Community.

### **Enquiries**

- Phone the Aged Care Manager on (08) 8447 8821.
- The Aged Care Manager will be happy to discuss any issues that arise in your time as a volunteer.